



Emergency Medicine Course reimbursements

Purpose: Successful completion of two approved emergency medicine skills courses such as EMST, APLS, ALS is a compulsory component of RVTS training. Completion of two emergency medicine courses is a requirement for FACRRM.

Policy: RVTS will reimburse registrars for the course registration fee to attend up to two recognised emergency medicine skills courses during their training with RVTS.

Process: The registrar pays the registration fee to attend a recognised emergency medicine skills course.

After the workshop the registrar completes a 'Claim for expense reimbursement' form and sends it to admin along with a copy of the tax invoice.

Arrangements outside of this process may be made with prior approval from the CEO.

Responsibilities for the policy: CEO, Operations Manager

Resources - nil

Related documents: RVTS registrar handbook, FACRRM requirements, Compulsory components of RVTS program.

Document control

Warning – Uncontrolled when printed! The current version of this document is kept on the RVTS server.

Authorised by: CEO

Original Issue Date: June 2008

Maintained by: Operations Manager

Current Version Date: December 2010
